

County: _____

District: _____

County & District Code:

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Report of Regular Day Classes and Enrollments for
Kindergarten and Elementary Grades, 2001-02

(Not required of districts having fewer than 101 units of average daily attendance; see reverse for "Necessary Small Schools.")

Kindergarten Classes
Maintained for the full Second Period

(1)	(2)	(3)	(4)	(5)
Average class enrollment size	Number of classes of this size	Total pupils per class size (1) x (2)	Approved limit of enrollment (2) x 33	Excess enrollment (3) - (4)
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				

Grades One through Three Classes
Maintained for the full Second Period

(1)	(2)	(3)	(4)	(5)
Average class enrollment size	Number of classes of this size	Total pupils per class size (1) x (2)	Approved limit of enrollment (2) x 30	Excess enrollment (3) - (4)
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				

Kindergarten Classes
Maintained for less than the full Second Period

(6)	(7)	(8)	(9)	(10)	(11)
Average class enrollment size	Number of classes of this size	Approved limit of enrollment	Excess enrollment [(6) – (8)]x(7)	Fraction of period in session	Modified excess enrollment (9)x(10)
		33			
		33			
		33			
		33			
		33			
		33			
		33			
		33			
		33			
		33			
		33			
		33			
		33			
		33			

Grades One through Three Classes
Maintained for less than the full Second Period

(6)	(7)	(8)	(9)	(10)	(11)
Average class enrollment size	Number of classes of this size	Approved limit of enrollment	Excess enrollment [(6) – (8)]x(7)	Fraction of period in session	Modified excess enrollment (9)x(10)
		30			
		30			
		30			
		30			
		30			
		30			
		30			
		30			
		30			
		30			
		30			
		30			
		30			
		30			

Computations for Kindergarten

(12) Total Classes (2) + (7)	
(13) Total Pupils Enrolled (3) + [(6) x (7)]	
(14) Overall Average Class Enrollment Size (Round to one decimal place) (13) ÷ (12)	
(15) Total Excess Enrollment (5) + (11)	

Computations for Grades One through Three

(12) Total Classes (2) +(7)	
(13) Total Pupils Enrolled (3) + [(6) x (7)]	
(14) Overall Average Class Enrollment Size (Round to one decimal place) (13) ÷ (12)	
(15) Total Excess Enrollment (5) + (11)	

Computations for Grades Four through Eight

(1) Total number of pupils enrolled		
(2) Total number of full-time equivalent classroom teachers (Round to one decimal place. If there is no fraction, show one zero)		
(3) Average number of pupils enrolled per full-time equivalent classroom teacher (1) ÷ (2) (Round to one decimal place)		

County:_____ District:_____

List all necessary small schools maintained by the district that are excluded from this report (Education Code Section 42283).

Name of School

1. _____
2. _____
3. _____

If more space is needed, please use additional copies of this page.

Please read carefully both instructions on this form and the Special Instructions for this report.

General Instructions

1. **Responsibility for filing.** Each school district having more than 100 units of average daily attendance must file this report of enrollment for regular day classes in the elementary grades.
2. **Exclude the following from this report:**

a. "Necessary Small Schools" having fewer than 101 units of average daily attendance.

b. Grades seven and eight maintained by a high school district or unified district.

c. Charter Schools.

d. Special Day Classes (Please see No.10 below).
3. **Class Size Reduction.** Classes participating in the Class Size Reduction Program for grades K-3 must also be included in the J-7CSR.
4. **Time of filing.** This report is to be filed at the same time as the"Second Period Report of Attendance," immediately after the last full school month ending on or before April 15.
5. **Number and disposition of copies.** Prepare an original and two copies. Retain one copy in the district files. Transmit the original and one copy to the county superintendent of schools. After examination and approval, the county superintendent is to forward the **original** to the California Department of Education, Attention: **School Fiscal Services Division**, 560 J Street, Suite 150, Sacramento, CA 95814, **not later than May 1, 2002.**
6. Each district is to submit only **one** J-7 form for the entire district. Districts with year-round schools, in addition to traditional schools, should merge the reports and submit only **one** Form J-7.
7. **Selection and determination of information.** The information reported must be in accordance with *Education Code* sections 41376 and 41378 and with California Code of Regulations, Title 5, sections 15100 through 15112.
8. **Combined grades.** Any class combining pupils in kindergarten or in any grade or grades four through eight with one or more of grades one, two, and three will be considered a class of grades one, two, and three.
9. **Enrollment.** For the definitions applicable to this form, please see California Code of Regulations, Title 5, Section 15103(c) and *Education Code* Section 37201.

a. **Kindergarten and grades one, two, and three.** Average the counts made on the last teaching day of each school month that ends prior to April 15 of the school year (round to the nearest whole number). See California Code of Regulations, Title 5, Section 15103(c)(1).

b. **Grades four through eight.** A one-time count of pupils and full-time equivalent teachers must be made on the last teaching day of the sixth school month. See California Code of Regulations, Title 5, sections 15103(h) and 15103(c)(2).
10. **Special Education.** Special day *classes* are not considered "regular day classes" for the purposes of this form. Do not include those classes in this document. Special Education *pupils* who are enrolled in regular day classes, however, must be counted for the purposes of this report.

Certification

I hereby certify that, to the best of my knowledge and belief, this report is true and correct and that all attendance data have been compiled and reported in accordance with state and federal laws and regulations and the instructions for this report form.

(Preparer) _____ Date _____

(District Superintendent) _____ Date _____

(County Superintendent of Schools) _____ Date _____

Any inquiries concerning this report should be directed to the attention of:

_____ () _____

Special Instructions
Report of Regular Day Classes and Enrollments for Kindergarten
and Elementary Grades, 2001-02

Each class is to be entered in either Columns 1 through 5 or Columns 6 through 11; do not report the same class in both sections. **Use whole numbers only except where indicated on the form. Do not enter any totals other than where requested.**

A. Columns 1 through 5:

- 1. If a class is larger or smaller than any of the enrollments preprinted in Column 1, enter the class’s enrollment in one of the blank spaces provided.
- 2. For kindergarten classes that are larger than 33, complete Columns 4 and 5 below the shaded area.
- 3. For classes in grades one through three that are larger than 30, complete Columns 4 and 5 below the shaded area.

(Note: Class enrollments of 31 or 32 in grades one through three will not cause a penalty if the district’s average enrollment on line 14 is not more than 30.0 and there are no classes with enrollments larger than 32.

B. Columns 6 through 11:

- 1. If the class enrollment exceeds the approved limit of enrollment, report the excess in Column 9. (Enter a **zero** in Column 9 if there is no excess enrollment).
- 2. In each fraction in Column 10, the numerator is the number of school months during which the class was in session and the denominator is the number of full school months at P-2. **Do not report this fraction as a decimal.**
- 3. If the result of the “excess enrollments “in Column 9 times the “fraction of period in session” in Column 10 is more than 0 but less than 2, enter 1 as the “modified excess enrollment” in Column 11.



Class Size Penalties

The following penalty computation information is intended to help districts estimate the amounts each will lose if a penalty is applied.

Kindergarten:

A penalty applies if either **(a)** any class has an enrollment over 33 or **(b)** the average enrollment exceeds 31. If both circumstances occur, the larger of the two possible penalties applies (*Education Code* Section 41378).

Penalty computation:

- 1. If there is an enrollment over 33 in one or more classes, the penalty computation is:

Total excess enrollment over 33 times 0.97 times Base Revenue Limit equals penalty.
- 2. If the average class enrollment size is over 31.0, the penalty computation is:

(Overall average class enrollment minus 31) times the total number of kindergarten classes times 0.97 times Base Revenue Limit equals penalty.

Grades one through three:

There is no penalty in grades one, two, and three if class enrollments do not exceed 32 **and** the district’s average enrollment for all the classes does not exceed 30.0; however, excess enrollment in classes with enrollments over 30 must be reported.

If **any** class enrollment **exceeds** 32, **or** the district’s average enrollment for all the classes exceeds 30.0, the penalty is computed on the total excess enrollment in all classes having enrollments of more than 30 (*Education Code* Section 41376).

Penalty computation:

- 1. If there is an enrollment over 32 in one **or** more classes **or** the district’s average enrollment is over 30, **or** both, the penalty computation is:

Total excess enrollment over 30 times 0.97 times state/district ratio times Base Revenue Limit equals penalty.

Class Size Penalties Continued

Grades four through eight:

Penalties will be computed if a district’s current fiscal year average number of pupils enrolled per full-time equivalent (FTE) classroom teacher exceeds the greater of the statewide average number of pupils per FTE classroom teacher in 1964 (29.9) or the district’s average number of pupils per FTE classroom teacher in 1964 if that figure is higher than 29.9 (*Education Code* Section 41376).

If the current year figure is higher, the penalty computation is:

1. Current year pupils enrolled per FTE classroom teacher minus pupils enrolled per FTE classroom teacher in 1964 equals average excess enrollment.
2. Average excess enrollment times current FTE classroom teachers equals total excess enrollment. If the total excess enrollment is less than 29.9, there is no penalty. If it is 29.9 or greater, continue with following steps:
3. Total excess enrollment (from step 2 above) divided by 29.9 equals number of classes necessary to handle excess. Round down to whole number equals full class.
4. Number of full classes needed to handle excess times 29.9 equals excess pupils subject to penalty.
5. Excess pupils subject to penalty times 0.97 times state/district ratio times Base Revenue Limit equals penalty.

There is no penalty in grades four through eight if 29.9 (or the district's average class enrollment in 1964, if higher than 29.9) is greater than the current average number of pupils enrolled.

Note:

1. **Enrollment in grades four through eight for newly organized districts.** For newly organized districts, the School Fiscal Services Division will add together the enrollment in grades four through eight of the component districts as of October 30, 1964, or March 30, 1964, and will also add together the number of full-time equivalent teachers. For comparative purposes, the total enrollment will be divided by the total number of FTE teachers to determine the average pupil-teacher ratio for the new district. Any component district with fewer than 101 units of ADA on the dates mentioned above will be omitted.
2. State/district ratio is the ratio of statewide change in ADA to district change in ADA pursuant to *Education Code* Section 41376(c). The ratio is determined by the state, by dividing the current year P-1 ADA by the prior year P-1 ADA in each district and for the state as a whole. The state's ratio is then divided by the district's ratio.
3. The factor 0.97 converts enrollments to ADA pursuant to *Education Code* Section 41378(e).
4. Penalty amounts are deducted from the P-2 Apportionment.